

FAQs and Tips for Initial Applications

Q: How long will it take to process my application?

A: Approximately 8-10 weeks (this includes the time it takes to process fingerprints which is 4-6 weeks). Applications are processed in the order they are received by the Licensure Unit. If your application is not complete, or if the money amount is incorrect, it will be returned to you to correct. Some applications require additional documents, e.g., certified court records, proof of lawful presence in the United States, etc., and are not complete until all required documents have been received.

Q: What can I do to expedite the process?

A: There are several things you can do to help the process;

1. Make sure your application is complete and **EVERY** section is filled out.
2. Be sure to sign and date your completed application.
3. Write your check for the correct amount of money (check the fee schedule on the application).
4. Read the instructions carefully so you know the process and what is required of you.
5. If you are an exam candidate remember to include a wallet size color photo of yourself. Use a recent photo that most looks like you.
6. When sending proof of lawful presence do not send originals, send a copy. Originals cannot be returned.

Q: I have been licensed in Nebraska as an LPN. Can't you just use all the documents I have already submitted for my RN license?

A: No. They are separate application files.

Q: If I took my prerequisites from another school other than where I graduated, do I have to have those transcripts sent too?

A: Some schools do include the nursing prerequisites from another school on the final transcript. A complete transcript from an approved program is a requirement for the application, so in some cases, you may need to request an official transcript showing nursing prerequisites.

Q: I took my exam, when will I be licensed?

A: We process exam results as quickly as possible in the order they are received. Everyone will receive communication from us in the mail. If you are issued a license, it will be mailed to you.

Q: How will I know if I've been licensed?

A: When your license is issued, it will first appear on the web site (License Lookup) <https://www.nebraska.gov/LISSearch/search.cgi>. License Lookup is updated every night. You will receive your paper license in the mail shortly after that.

Q: I have had accommodations in school and would like to request accommodations when I take the NCLEX exam. What do I need to do?

A: You need to request accommodations and provide the required documentation at the time you apply to the board for licensure. Documentation you will need to submit includes; 1) a letter from you requesting specific accommodations, 2) a letter from your school indicating what accommodations you had as a student, and 3) a letter from your health care provider with a diagnosis necessitating the accommodations.

Q: You processed my check, why am I NOT eligible to test yet?

A: There are many steps in the processing of an application. One of the first steps is to send the application and check to our accounting department. A checklist is created for each applicant. As required documents arrive, they are checked off the check list. If you are applying for licensure by exam, once we have completely finished processing your application and see that you have registered with Pearson Vue, we will make you eligible for the exam. Pearson Vue will send you the ATT (Authorization To Test) by email if you provided one to them (preferably). Otherwise your ATT will come by mail. When you receive your ATT it will inform you how to schedule your exam. You may view the steps of the NCLEX (from the National Council of State Boards of Nursing) at: <https://www.ncsbn.org/nclex-application-and-registration.htm>